

~~SECRET~~
(When Filled In)

(b)(3)
(b)(6)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

(b)(3)

SECTION A					GENERAL				
1. NAME (Last) (First) (Middle) SUDMEIER, ELIZABETH			2. DATE OF BIRTH 12 May 1912	3. SEX F.	4. GRADE GS-12	5. SD D			
6. OFFICIAL POSITION TITLE Ops. Officer			7. OFF/DIV/BR OF ASSIGNMENT DDE		8. CURRENT STATION Headquarters				
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT						
☒	CAREER	☐	RESERVE	☐	TEMPORARY	INITIAL		REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See instructions - Section C)			ANNUAL		☒		REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):						
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 1 February 1964 - 22 May 1964						

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SECTION B		PERFORMANCE EVALUATION	
W - <u>Weak</u>	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.		
A - <u>Adequate</u>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.		
P - <u>Proficient</u>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.		
S - <u>Strong</u>	Performance is characterized by exceptional proficiency.		
O - <u>Outstanding</u>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.		

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1		RATING LETTER
		S
SPECIFIC DUTY NO. 2	Headquarters administration of and support for one project involving funds in excess of	RATING LETTER
		S
SPECIFIC DUTY NO. 3	Case officer direction and guidance in support of the above project.	RATING LETTER
		(b)(3)
SPECIFIC DUTY NO. 4	Initiates operational guidance, and coordinates with other Headquarters components as necessary.	RATING LETTER
		P
SPECIFIC DUTY NO. 5		RATING LETTER
SPECIFIC DUTY NO. 6		RATING LETTER

(b)(1)

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(b)(1)

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OVERALL PERFORMANCE IN CURRENT POSITION		RATING LETTER
Take into account performance of specific particular limits place the letter	ut the employee which influences his effectiveness in his current position such as productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and Based on your knowledge of employee's overall performance during the rating period, corresponding to the statement which most accurately reflects his level of performance.	S
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GROUP 1
Excluded from automatic
downgrading and
declassification

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SECTION C**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

During the reporting period Miss Sudmeier was actively involved in desk operations only during the months of February and March. In early April she began to disengage from desk activity and begin processing for overseas duty. Miss Sudmeier is an experienced desk officer who stays very much on top of her responsibilities and displays great thoroughness and attention to detail in carrying out her responsibilities. In her response to field proposals or requests, she has shown good judgement in assessing costs versus operational returns. She is cooperative and not at all the "eight-to-five" type.

SECTION D**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

4

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

employee is overseas

DATE

4 June 1964

OFFICIAL TITLE OF SUPERVISOR

CNE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

While I agree with the overall rating and the narrative comments given above, I would have commented in more detail on Miss Sudmeier's very capable handling of Project [REDACTED] This Project has an extremely complicated and time consuming administrative support structure. Miss Sudmeier, through her diligent and careful attention to the numerous details of both the operational and administrative aspects of the Project, made a definite improvement in its efficiency and effectiveness.

DATE

4 June 1964

OFFICIAL TITLE OF REVIEWING OFFICIAL

DCNE

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